

Check List for Dual Credit Application Packet

HS Student Enrollment Form:

- ✓ Signed by student
- ✓ Signed by parent
- ✓ Signed by high school counselor or home school official

Minor Student Form:

- ✓ Signed by parent if under 18
- ✓ Signed by student if over 18

Application for Admission:

- ✓ Filled out in blue or black ink
- ✓ All pages filled out
- ✓ Page 7 signed by the student

Student Information Profile:

- ✓ Fill out in pen or pencil
- ✓ Answer to best of ability (not all questions pertain to high school students)

**High school transcript must be turned in w/application packet
Home school transcripts must be notarized**

DEADLINES FOR DUAL CREDIT:

Turning in completed application to Richland – **No less than one week before classes begin**
Taking the Accuplacer or submitting other scores – **No less than one day before classes begin**
NO LATE REGISTRATION ALLOWED

Students must be reading and/or writing on a college level to participate in the dual credit program. College readiness can be determined by using 11th grade TAKS, ACT, SAT, or the Accuplacer test offered in the DCCCD.

If a student needs to take the Accuplacer they can do so at any DCCCD campus *after* the application packet has been processed.

Return **all** completed and signed forms – application, transcript, permission, and minor student form to Sue Spears, Admissions Office, Thunderduck Hall, Room T180. **Students cannot be tested and registered until the admissions process is completed.** Richland College is required to have a complete admissions file on all dual credit students in order to comply with The Higher Education Coordinating Board's audit process.

Please refer all questions to:

Lisa Graef

972.238.6190

Lgraef@dcccd.edu

Lake Highlands HS

Berkner HS

North Garland HS

Home/Private Schools

Latisha Harrison

972.761.6721

LHarrison@dcccd.edu

Hillcrest High School

Conrad High School

Other DISD as needed

Gay Ricks

972.238.6116

gayricks@dcccd.edu

JJ Pearce HS

Richardson HS

Highland Park HS

Other GISD as needed

Bonnie Hueston

972.761.6815

bonniehueston@dcccd.edu

Home School

Private School

Public ISD's as needed

General Information & Alternate Evening Contact

Amanda Whitten, 972.669.6635, Student Services Specialist, C157